

Virginia Tech SWPPP Template

Instructions

To help you develop the narrative section of your construction site SWPPP, Virginia Tech has created this electronic SWPPP template. The template is designed to help guide you through the SWPPP development process and help ensure that your SWPPP addresses all the necessary elements stated in your construction general permit. For further guidance on developing your SWPPP, you may want to visit the EPA's website at www.epa.gov/npdes/swpppguide

This template covers the SWPPP elements that most construction general permits require. **However**, there are two major reasons to customize this template:

- **To reflect the terms and conditions of your construction general permit**
- **To reflect the conditions at your site**

Using the SWPPP Template

Each section of this template includes “instructions” and space for “project information.” You should read the instructions for each section as you complete the project information; these instructions can be deleted upon completion of each section.

This template was developed in Word so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.

Tips for completing the SWPPP template

- If there is more than one construction operator for your project, consider coordinating development of your SWPPP with the other operators.
- Multiple operators may share the same SWPPP, but make sure that responsibilities are clearly described.
- Modify this SWPPP template so that it addresses the requirements in your construction general permit and meets the needs of your project. Consider adding permit citations in the SWPPP when you address a specific permit requirement.

Stormwater Pollution Prevention Plan (SWPPP)

For Constuction Activities At:

Insert Project Name
Insert Project Site Location/Address
Insert City, State, Zip Code
Insert Project Site Telephone Number (if applicable)

Operator(s):

Insert Company or Organization Name
Insert Name
Insert Address
Insert City, State, Zip Code
Insert Telephone Number
Insert Fax/Email

Stormwater Manager and SWPPP Contact(s):

Insert Company or Organization Name
Insert Name
Insert Address
Insert City, State, Zip Code
Insert Telephone Number
Insert Fax/Email

SWPPP Preparation Date:

m m / d d / y y y y

Estimated Project Dates:

Start of Construction: m m / d d / y y y y
Completion of Construction: m m / d d / y y y y

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SECTION 1: SITE EVALUATION, ASSESSMENT, AND PLANNING

1.1 *Contact Information/Responsible Parties*

Instructions:

- List the operator(s), project managers, stormwater manager, and person or organization that prepared the SWPPP. Indicate respective responsibilities, where appropriate.
- Also, list subcontractors expected to work on-site. Notify subcontractors of stormwater requirements applicable to their work.

Project Information:**Owner(s):**

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

Insert area of control (if more than one operator at site)

Repeat as necessary

Contractor(s):

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

Insert area of control (if more than one operator at site)

Repeat as necessary

Project Manager(s) or Site Supervisor(s):

Insert Name

Insert Company or Organization Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

Insert area of control (if more than one operator at site)
Repeat as necessary

Stormwater Manager and SWPPP Contact(s):

Insert Name
Insert Company or Organization Name
Insert Address
Insert City, State, Zip Code
Insert Telephone Number
Insert Fax/Email (Optional)
Repeat as necessary

This SWPPP Was Prepared By:

Insert Name
Insert Company or Organization Name
Insert Address
Insert City, State, Zip Code
Insert Telephone Number
Insert Fax/Email

Subcontractor(s):

Insert Company or Organization Name
Insert Name
Insert Address
Insert City, State, Zip Code
Insert Telephone Number
Insert Fax/Email
Repeat as necessary

Emergency 24 hour contact:

Insert Name
Insert Telephone Number

1.2 Project/Site Information

Instructions:

- In this section you can gather some basic site information that will be helpful to you later when you file for permit coverage.
- Detailed information on determining your site's latitude and longitude can be found at www.epa.gov/npdes/stormwater/latlong

Project Information:

Project/Site Name: Insert Project Name

Project Street/Location: Insert Project Location

City: Insert City

State: Insert State

Zip Code: Insert Zip Code

County or Similar Subdivision: Insert Country/Subdivision

Latitude/Longitude (Use **ONE** of three possible formats, and **specify** method)

Latitude:

Longitude:

1. d d ° m m ' s s " N (deg, min, sec)

1. d d ° m m ' s s " W (deg, min, sec)

2. d d ° m m . d d ' N (deg, min, dec.)

2. d d ° m m . d d ' W (deg, min, dec.)

3. # # . # # # # ° N (decimal)

3. # # . # # # # ° W (decimal)

Method for determining latitude/longitude:

USGS topographic map (specify scale: Insert Scale)

EPA Web site

GPS

Other (please specify): Insert Other Method(s)

Is the project located in Indian country? Yes

No

If yes, name of Reservation, or if not part of a Reservation, indicate "not applicable."

Insert Name of Reservation/Indicate "not applicable"

Is this project considered a federal facility? Yes

Yes

No

VSMP permit tracking number: Insert Project/Permit Tracking Number

(This is the unique identifying number assigned to your project by the Virginia Department of Conservation and Recreation after the owner/operator has applied for coverage under the appropriate VSMP construction general permit.)

1.7 Receiving Waters

Instructions:

- List the waterbody(s) that would receive stormwater from your site, including streams, rivers, lakes, coastal waters, and wetlands. Describe each as clearly as possible, such as *Mill Creek, a tributary to the Potomac River*, etc.
- Note any stream crossings, if applicable.
- List the storm sewer system or drainage system that stormwater from your site could discharge to and the waterbody(s) that it ultimately discharges to.
- If any of the waterbodies above are impaired and/or subject to TMDLs, please list the pollutants causing the impairment and any specific requirements in the TMDL(s) that are applicable to construction sites. Your SWPPP should specifically include measures to prevent the discharge of these pollutants.
- Visit http://www.epa.gov/reg3wapd/tmdl/VA_TMDLs/Index.htm for a list of TMDL links for the state of Virginia.

Project Information:

Table 1 – Names of Receiving Waters

Name(s) of the first surface water that receives stormwater directly from your site and/or from the MS4 (note: multiple rows provided where your site has more than one point of discharge that flows to different surface waters)
1.
2.
3.

[Include additional rows as necessary.]

Table 2 – Impaired Waters / TMDLs (Answer the following for each surface water listed in Table 1 above)

	Is this surface water listed as “impaired”?	If you answered yes, then answer the following		
		What pollutant(s) are causing the impairment?	Has a TMDL been completed?	Title of the TMDL document
1.	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
2.	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
3.	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
4.	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
5.	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
6.	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

[Include additional rows as necessary.]

Describe the method(s) you used to determine whether or not your project/site discharges to an impaired water: [INSERT TEXT HERE](#)

Table 3 – Tier 2, 2.5, or 3 Waters (Answer the following for each surface water listed in Table 1 above)

	Is this surface water designated as a Tier 2, Tier 2.5, or Tier 3 water? (see Appendix F)	If you answered yes, specify which Tier (2, 2.5, or 3) the surface water is designated as?
1.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
2.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
3.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
4.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
5.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"
6.	<input type="checkbox"/> YES <input type="checkbox"/> NO	INSERT "Tier 2", "Tier 2.5", or "Tier 3"

1.3 Nature and Sequence of Construction Activity

Instructions:

- Briefly describe the nature of the construction activity and approximate timeframes (one or more paragraphs, depending on the nature and complexity of the project).

Project Information:

Describe the general scope of the work for the project, major phases of construction, etc:

- INSERT TEXT HERE

What is the function of the construction activity?

Residential Commercial Industrial Road Construction

Linear Utility

Other (please specify): INSERT TEXT HERE

Estimated Project Start Date: mm / dd / yyyy

Estimated Project Completion Date: mm / dd / yyyy

Size of Construction Project

What is the size of the property (in acres), the total area expected to be disturbed by the construction activities (in acres), and the maximum area expected to be disturbed at any one time?

INSERT SIZE OF PROPERTY (in acres)

INSERT TOTAL AREA OF CONSTRUCTION DISTURBANCES (in acres)

INSERT MAXIMUM AREA TO BE DISTURBED AT ANY ONE TIME (in acres)

[Repeat as necessary for individual project phases.]

Construction Support Activities (only provide if applicable)

Describe any construction support activities for the project (e.g., concrete or asphalt batch plants, equipment staging yards, material storage areas, excavated material disposal areas, borrow areas)

INSERT DESCRIPTION OF CONSTRUCTION SUPPORTACTIVITY

INSERT CONTACT INFORMATION FOR CONSTRUCTION SUPPORTACTIVITY (Name, Telephone No., Email Address)

INSERT LOCATION INFORMATION FOR CONSTRUCTION SUPPORTACTIVITY (Address and/or Latitude/Longitude)

[Repeat as necessary.]

1.5 Soils, Slopes, Vegetation, and Current Drainage Patterns

Instructions:

- Describe the existing soil conditions at the construction site including soil types, slopes and slope lengths, drainage patterns, and other topographic features that might affect erosion and sediment control.
- Also, note any historic site contamination evident from existing site features and known past usage of the site.
- This information should also be included on your site maps.
- You may reference the ESC/SWM Plan. For each heading below, include the page number from the ESC/SWM narrative or plan sheet number or both

Project Information:

Soil type(s):

- **INSERT TEXT HERE**
- **INSERT TEXT HERE**
- *(EX – ESC/SWM Narrative pages 5-8)*

Slopes (describe current slopes and note any changes due to grading or fill activities):

- **INSERT TEXT HERE**
- **INSERT TEXT HERE**
- *(EX – ESC/SWM Narrative page 2)*

Drainage Patterns (describe current drainage patterns and note any changes due to grading or fill activities):

- **INSERT TEXT HERE**
- **INSERT TEXT HERE**
- *(EX – ESC/SWM Narrative page 2 and ESC/SWM Plan Sheet C104)*

Vegetation:

- **INSERT TEXT HERE**

- INSERT TEXT HERE
- *(EX – ESC/SWM Narrative page 6)*

Other:

- INSERT TEXT HERE
- INSERT TEXT HERE

1.6 Construction Site Estimates

Instructions:

- Estimate the area to be disturbed by excavation, grading, or other construction activities, including dedicated off-site borrow and fill areas.
- Calculate the percentage of impervious surface area before and after construction
- Calculate the runoff coefficients before and after construction.

Project Information:

The following are estimates of the construction site:

Construction Site Area to be disturbed	_____ acres
Is the construction part of a larger development	_____ (yes or no)
Total Project Area	_____ acres
Percentage impervious area before construction	_____ %
Percentage impervious area after construction	_____ %

1.7 Site Features and Sensitive Areas to be Protected

Instructions:

- Describe unique site features including streams, stream buffers, wetlands, specimen trees, natural vegetation, steep slopes, or highly erodible soils that are to be preserved.
- Describe measures to protect these features.
- Include these features and areas on your site maps.
- You may reference the ESC/SWM Plan. For each heading below, include the page number from the ESC/SWM narrative or plan sheet number or both

Project Information:

Description of unique features and measures to protect them:

- INSERT TEXT HERE

1.8 Potential Sources of Pollution

Instructions:

- Identify and list all potential sources of sediment from construction materials and activities which may reasonably be expected to affect the quality of stormwater discharges from the construction site.
- Identify and list all potential sources of pollution, other than sediment, from construction materials and activities which may reasonably be expected to affect the quality of stormwater discharges from the construction site.

Project Information:

Potentials sources of sediment to stormwater runoff:

- INSERT TEXT HERE
- INSERT TEXT HERE

1.8 Potential Sources of Pollution (continued)

Potential pollutants and sources, other than sediment, to stormwater runoff:

- INSERT TEXT HERE
- INSERT TEXT HERE

1.9 Endangered Species Certification

Instructions:

- Before commencing construction, determine whether endangered or threatened species or their critical habitats are on or near your site.
- Adapt this section as needed for state or tribal endangered species requirements.

Project Information:

Are endangered or threatened species and critical habitats on or near the project area?

Yes No

Describe how this determination was made: INSERT TEXT HERE

If yes, describe the species and/or critical habitat: INSERT TEXT HERE

If yes, describe or refer to documentation which determines the likelihood of an impact on identified species and/or habitat and the steps taken to address that impact. (Note, if species are present on or near your project site, then it is strongly recommended that the site operator work closely with the appropriate field office of the U.S. Fish and Wildlife Service or National Marine Fisheries Service. Please contact a state or tribal official for concerns related to state or tribal listing of species.)

INSERT TEXT HERE

1.10 Historic Preservation

Instructions:

- Before you begin construction, you should review federal and any applicable state, local, or tribal historic preservation laws and determine if there are historic sites on or near your project. If so, you may need to make adjustments to your construction plans or to your stormwater controls to ensure that these historic sites are not damaged.

1.10 Historic Preservation (Continued)

Project Information:

Are there any historic sites on or near the construction site?

- Yes No

- Describe how this determination was made: INSERT TEXT HERE
- If yes, describe or refer to documentation which determines the likelihood of an impact on this historic site and the steps taken to address that impact. INSERT TEXT HERE

1.11 Maps

Instructions:

- Attach at least two site maps. The first should show the undeveloped site and its current features. An additional map or maps should be created to show the developed site or the major phases of development, for more complicated sites.
- You may reference the ESC/SWM Plan. For each heading below, include the page number from the ESC/SWM narrative or plan sheet number or both

These maps should include:

- Direction(s) of stormwater flow and approximate slopes before and after major grading activities
- Areas and timing of soil disturbance and areas that will not be disturbed
- Natural features to be preserved
- Locations of major structural and non-structural BMPs identified in the SWPPP
- Locations and timing of stabilization measures
- Locations of off-site material, waste, borrow, or equipment storage areas
- Locations of all waters of the U.S., including wetlands
- Locations where stormwater discharges to a surface water
- Locations of storm drain inlets
- Areas where final stabilization has been accomplished

Project Information:

- Include the site maps with the SWPPP.

SECTION 2: EROSION AND SEDIMENT CONTROL BMPS

Instructions:

- Describe the BMPs that will be implemented to control pollutants in stormwater discharges. For each major activity identified:
 - Clearly describe appropriate control measures.
 - Describe the general sequence during the construction process in which the measures will be implemented.
 - Describe the maintenance and inspection procedures that will be undertaken for that specific BMP.
 - Include protocols, thresholds, and schedules for cleaning, repairing, or replacing damaged or failing BMPs.
 - Identify staff responsible for maintaining BMPs.
 - (If your SWPPP is shared by multiple operators, indicate the operator responsible for each BMP.)

- Categorize each BMP under one of the following 10 areas of BMP activity as described below:
 - Minimize disturbed area and protect natural features and soil*
 - Phase Construction Activity*
 - Control Stormwater flowing onto and through the project*
 - Stabilize Soils*
 - Protect Slopes*
 - Protect Storm Drain Inlets*
 - Establish perimeter controls and sediment barriers*
 - Retain Sediment On-Site and Control Dewatering Practices*
 - Establish Stabilized Construction Exits*
 - Any Additional BMPs*

- Note the location of each BMP on your site map(s).

- Any structural BMPs should have design specifications and details referred to and attached as appendices to the SWPPP.

Project Information:

1. *Minimize Disturbed Area and Protect Natural Features and Soil:*

Describe the areas that will be disturbed with each phase of construction and the methods (signs, fences, etc.) that you will use to protect those areas that should not be disturbed. Describe natural features identified earlier and how each will be protected during construction activity. Also describe how topsoil will be preserved. Include these areas and associated BMPs on your site map(s) also. (See SWPPP Guide, Chapter 4, ESC Principle 1 for more information.)

- INSERT TEXT HERE, include inspection and maintenance schedules as appropriate and staff responsible for maintenance

2. *Phase Construction Activity:*

Describe the intended construction sequencing and timing of major activities, including grading activities, road and utility installation, and building phases. (See SWPPP Guide, Chapter 4, ESC Principle 2 for more information.) It may be useful to develop a separate, detailed site map for each phase of construction.

- **Phase I**

- Describe phase
- Duration of phase (start date, end date)
- List BMPs associated with this phase
- List BMPs associated with this phase
- Describe stabilization methods for this phase (describe any temporary stabilization methods that will be used before final stabilization)

Repeat as needed

- **Phase II**

- Describe phase
- Duration of phase (start date, end date)
- List BMPs associated with this phase
- List BMPs associated with this phase
- Describe stabilization methods for this phase (describe any temporary stabilization methods that will be used before final stabilization)

Repeat as needed

3. Control Stormwater Flowing Onto and Through the Project:

Describe structural practices (i.e., diversions, berms, ditches, storage basins) including design specifications and details used to divert flows from exposed soils, retain or detain flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. (See SWPPP Guide, Chapter 4, ESC Principle 3 for more information.)

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff INSERT TEXT HERE

4. Stabilize Soils:

Describe controls (i.e., temporary seeding with native vegetation, hydroseeding, etc.) to stabilize exposed soils where construction activities have temporarily or permanently ceased. Also describe measures to control dust generation. Use of impervious surfaces for stabilization should be avoided whenever possible. (See SWPPP Guide, Chapter 4, ESC Principle 4 for more information.)

- BMP Description: INSERT TEXT HERE
 Permanent Temporary
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
 Permanent Temporary
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

5. *Protect Slopes:*

Describe controls (i.e., erosion control blankets, tackifiers, etc.) including design specifications and details that will be implemented to protect all slopes. (See SWPPP Guide, Chapter 4, ESC Principle 5 for more information.)

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

6. *Protect Storm Drain Inlets:*

Describe controls (i.e., inserts, rock-filled bags, or block and gravel, etc.) including design specifications and details that will be implemented to protect all inlets receiving stormwater from the project during the entire duration of the project. (See SWPPP Guide, Chapter 4, ESC Principle 6 for more information.)

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

7. *Establish perimeter controls and sediment barriers:*

Describe structural practices (i.e., silt fences or fiber rolls) including design specifications and details to filter and trap sediment before it leaves the construction site. (See SWPPP Guide, Chapter 4, ESC Principle 7 for more information.)

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

8. *Retain Sediment On-Site and Control Dewatering Practices:*

Describe sediment control practices (i.e., sediment trap or sediment basin), including design specifications and details (volume, dimensions, outlet structure) that will be implemented at the construction site to retain sediments on-site. Describe dewatering practices that will be implemented if water must be removed from an area so that construction activity can continue. (See SWPPP Guide, Chapter 4, ESC Principle 8 for more information.)

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE
-
- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

9. *Establish Stabilized Construction Exits:*

Describe location(s) of vehicle entrance(s) and exit(s), procedures to remove accumulated sediment off-site (i.e., vehicle tracking), and stabilization practices (i.e., stone pads and/or wash racks) to minimize off-site vehicle tracking of sediments and discharges to stormwater. (See SWPPP Guide, Chapter 4, ESC Principle 9 for more information.)

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

10. *Additional BMPs:*

Describe additional BMPs that may not fit into the above categories.

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

SECTION 3: GOOD HOUSEKEEPING BMPS

3.1 Good Housekeeping BMPs

Instructions:

- Describe the key good housekeeping and pollution prevention (P2) measures that will be implemented to control pollutants in stormwater.
- Categorize each good housekeeping and pollution prevention (P2) BMP under one of the following 7 categories:

- Material Handling and Waste Management:***
- Establish Proper Building Material Staging Areas:***
- Designate Washout Areas:***
- Establish proper equipment/vehicle fueling and maintenance practices:***
- Allowable non-stormwater discharges and control equipment/vehicle washing:***
- Spill Prevention and Control Plan:***
- Any Additional BMPs:***

Project Information:

1. ***Material Handling and Waste Management:***

Describe measures (i.e., trash disposal, sanitary wastes, recycling, and proper material handling) to prevent the discharge of solid materials to waters of the U.S., except as authorized by a permit issued under section 404 of the CWA.

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

2. *Establish Proper Building Material Staging Areas:*

Describe construction materials expected to be stored on-site and procedures for storage of materials to minimize exposure of the materials to stormwater.

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

3. *Designate Washout Areas:*

Describe location(s) and controls to minimize the potential for stormwater pollution from washout areas for concrete mixers, paint, stucco, etc.

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

4. *Establish proper equipment/vehicle fueling and maintenance practices:*

Describe equipment/vehicle fueling and maintenance practices that will be implemented to control pollutants to stormwater (e.g., secondary containment, drip pans, spill kits, etc.)

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

5. *Allowable non-stormwater discharges and control equipment/vehicle washing:*

For the allowable non-stormwater discharge(s) associated with construction industrial activity identified, describe controls and measures that will be implemented at those sites to minimize pollutant discharges.

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

6. *Spill Prevention and Control Plan:*

Describe the spill prevention and control plan to include ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and control.

- INSERT TEXT HERE

7. *Any Additional BMPs:*

Describe any additional BMPs that don't fit into the above categories. Indicate the problem they are intended to address.

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

3.2 *Allowable Non-Stormwater Discharge Management*

Instructions:

- Identify all allowable sources of non-stormwater discharges (except flows from firefighting activities) that are not identified above.
- Identify measures used to eliminate or reduce these discharges and the BMPs used to prevent them from becoming contaminated.
- Review your permit for exact details.

Project Information:

List allowable non-stormwater discharges and the measures used to eliminate or reduce them and to prevent them from becoming contaminated:

- INSERT TEXT HERE

SECTION 4: SELECTING POST-CONSTRUCTION BMPs

Instructions:

- Describe all post-construction stormwater management measures that will be installed during the construction process to control pollutants in stormwater discharges after construction operations have been completed. Examples of post-construction BMPs include:

- Biofilters
- Detention/retention devices
- Earth dikes, drainage swales, and lined ditches
- Infiltration Basins
- Porous Pavement
- Other proprietary permanent structural BMPs
- Outlet protection/velocity dissipation devices
- Slope protection
- Vegetated strips and/or swales

- Identify any applicable federal, state, local, or tribal requirements for design or installation.
- Describe how low impact designs or smart growth considerations have been incorporated into the design.
- Any structural BMPs should have design specifications and details referred to and attached as appendices to the SWPPP.
- For more information on this topic, please refer to Virginia’s stormwater manual..
- Visit the post-construction section of EPA’s Menu of BMPs at:
www.epa.gov/npes/menuofbmps

Project Information:

- BMP Description: INSERT TEXT HERE
- Installation Schedule: INSERT TEXT HERE
- Maintenance and Inspection: INSERT TEXT HERE
- Responsible Staff: INSERT TEXT HERE

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- Responsible Staff: INSERT TEXT HERE

SECTION 5: INSPECTIONS and MAINTENANCE

5.1 Inspections

Instructions:

- Identify the individual(s) responsible for conducting inspections and describe their qualifications. Reference or attach the inspection form that will be utilized.
- Describe the frequency that inspections will occur at your site including any correlations to storm frequency and intensity.
- Note that inspection details for particular BMPs should be included in Sections 2 and 3.
- You should also document the repairs and maintenance that you undertake as a result of your inspections. These actions can be documented in the corrective actions log described in Section 5.3 below.

Project Information:

1. Inspection Personnel:

Identify the person(s) who will be responsible for conducting inspections and describe their qualifications.

- INSERT TEXT HERE

2. Inspection Schedule and Procedures:

i. Inspections will be conducted at least once every 14 calendar days and within 48 hours following any runoff producing storm event. Where areas have been temporarily stabilized or runoff is unlikely due to winter conditions (e.g., the site is covered with snow or ice, or frozen ground exists) such inspections will be conducted at least once every month.

- INSERT TEXT HERE

ii. Describe the general procedures for correcting problems when they are identified. Include responsible staff and timeframes for making corrections.

- INSERT TEXT HERE

iii. Attach a copy of the inspection report you will use for your site.

- See Appendix E.

5.2 Maintenance of Controls

Instructions:

- Summarize routine maintenance of structural and non-structural BMPs. Include schedules (daily, weekly, etc.) as well as the staff responsible.
- Maintenance procedures for individual BMPs should be included in Section 2 and 3.
- Specific maintenance activities can be documented in the corrective action log described below in Section 5.3.

Project Information:

Maintenance Procedures:

Schedule Frequency	Actions to be Taken	Persons Responsible
INSERT TEXT HERE	INSERT TEXT HERE	INSERT TEXT HERE
INSERT TEXT HERE	INSERT TEXT HERE	INSERT TEXT HERE
INSERT TEXT HERE	INSERT TEXT HERE	INSERT TEXT HERE
INSERT TEXT HERE	INSERT TEXT HERE	INSERT TEXT HERE
INSERT TEXT HERE	INSERT TEXT HERE	INSERT TEXT HERE

5.3 Corrective Action Log

Instructions:

- Create here a corrective action log. This log should describe repair, replacement, and maintenance of BMPs undertaken based on the inspections and maintenance procedures described above. Actions related to the findings of inspections should reference the specific inspection report.
- This log should describe actions taken, date completed, and note the person that completed the work.

Project Information:

Corrective Action Log:

Date Completed	Actions Taken	Completed By

Please attach additional corrective actions to Appendices.

SECTION 6: Recordkeeping and Training

6.1 Recordkeeping

Instructions:

The following is a list of records you should keep at your project site available for inspectors to review:

- Dates of grading, construction activity, (and stabilization which is covered in Section 7).
- A copy of the construction general permit (attach).
- The signed and certified NOI form or permit application form (attach).
- A copy of the letter from the EPA/State notifying you of their receipt of your complete NOI/application (attach).
- Inspection reports (attach).
- Records relating to endangered species and historic preservation (attach).
- Check your permit for additional details.

Project Information:

Dates when major grading activities occur:

Date		Location	Description
Start	End		

Please attach additional grading activities to Appendices.

Dates when construction activities temporarily or permanently cease on a portion of the site

Date		Location	Description
Start	End		

Please attach additional halts in construction activity to Appendices.

6.2 Log of Changes to the SWPPP

Instructions:

Create a log here, or as an attachment, of changes and updates to the SWPPP. You should include additions of new BMPs, replacement of failed BMPs, significant changes in the activities or their timing on the project, changes in personnel, changes in inspection and maintenance procedures, and updates to site maps, etc.

Project Information:

Log of changes and updates to the SWPPP

Date Completed	Actions Taken	Completed By

Please Attach Additional Changes/Updates to Appendices.

6.3 Training

Instructions:

- Training your staff and subcontractors is an effective BMP. As with the other steps you take to prevent stormwater problems at your site, you should document the training that you conduct for your staff, for those with specific stormwater responsibilities (e.g. installing, inspecting, and maintaining BMPs), and for subcontractors.
- Include dates, number of attendees, subjects covered, and length of training.

Project Information:

Describe Training Conducted:

- General stormwater and BMP awareness training for staff and subcontractors
INSERT TEXT HERE
- Detailed training for staff and subcontractors with specific stormwater responsibilities
INSERT TEXT HERE

Individual(s) Responsible for Training:

- INSERT TEXT HERE

SECTION 7: FINAL STABILIZATION

Instructions:

- Describe procedures for final stabilization. If you complete major construction activities on part of your site, you can document your final stabilization efforts for that portion of the site. Many permits will allow you to then discontinue inspection activities in these areas (be sure to check your permit for exact requirements.) You can amend or add to this section as areas of your project are finally stabilized.
- Update your site plans to indicate areas that have achieved final stabilization.

Project Information:

- INSERT TEXT HERE

SECTION 8: CERTIFICATION AND NOTIFICATION

Instructions:

- The SWPPP should be signed and certified by the construction operator(s). Attach a copy of the NOI and permit authorization letter received from EPA or the State in Appendix D.

Project Information:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

SWPPP APPENDICES

Attach the following documentation to the SWPPP:

App A - General Location Map

App B - Site Maps

App C - Copy of Construction General Permit

App D - Copy of NOI and acknowledgement letter from EPA/State

App E - Inspection Reports

App F - Corrective Action Log (or in Section 5.3)

App G - Log of Changes and Updates to SWPPP (or in Section 6.3)

App H - Subcontractor Certifications/Agreements

App I - BMP specifications and details

App J - Additional Information (i.e., Endangered Species and Historic Preservation documentation)

App K - Erosion and Sediment Control (ESC) Narrative and Stormwater Analysis Calculations

App I - Post Construction Stormwater Management (SWM) Design Calculations